



Minutes

Minutes of the Re-Organizational and Regular Monthly Meetings Washington Public Library Board of Trustees

Date: February 25, 2019

Time: 7:00 pm

Location: Washington Public Library

Present: John Valentine, Jeanine Gleba, Ron Duryea, Scott McDonald, and Mayor David Higgins - A quorum was present

Absent: Rosemarie Rosati, Jacqueline Nassry

Also in Attendance: Usha Thampi-Lukose, Library Director
Tracy Quamme, Accounts Clerk

The Reorganizational and Regular monthly meetings of the Washington Public Library, Board of Trustees was started by Vice President McDonald at 7:01 pm.

NOMINATION AND ELECTION OF NEW OFFICERS:

Mayor Higgins made the motion the nominate and elect new officers and Jeanine Gleba made the second. All in favor (5 ayes, 0 nays, 0 abstains).

President: Mayor Higgins nominated Scott McDonald and Ron Duryea made 2nd; Mayor Higgins made a motion to accept the nominations for president; Jeanine Gleba made the 2nd. All in favor (5 ayes, 0 nays, 0 abstains).

At this time Jeanine Gleba expressed concerns with her ability to be both Chair of Policy Committee and Secretary for 2019. She cannot give the proper commitment to both at this time and in her opinion, there is a large need for policy work within the library. She asked board members to consider this as they move forward in election.

Vice President: Ron Duryea nominated Jeanine Gleba; Mayor Higgins made the 2nd. Jeanine questioned the responsibilities of the positions and Scott explained similar to that of a Deputy Mayor and filling in when President unable to. Jeanine accepted the nomination. No other nominations were made; Mayor made motion to close VP nomination and accept nomination for Jeanine Gleba, Scott made 2nd. All in favor (5 ayes, 0 nays, 0 abstains).

Treasurer: Open up floor for nominations for Treasurer Mayor Higgins nominated John Valentine Ron Duryea made 2nd; No other nominations were made. Mayor Higgins



made motion to close Treasurer nomination and accept nomination for John Valentine; Scott McDonald made 2nd to close. All in favor (5 ayes, 0 nays, 0 abstains).

Secretary: Open up floor for nominations for secretary Ron Duryear nominated Rosemarie Rosati; Jeanine Gleba made the 2nd; vote tabled till Ms. Rosati can accept. Mayor Higgins made motion for current Secretary Jeanine Gleba to perform minute duties for 2/25/19 meeting till new secretary starts. Jeanine Gleba made 2nd. All in favor.

Mayor Higgins made motion for current Secretary Jeanine Gleba to perform minute duties for 2/25/19 meeting till new secretary starts. Jeanine Gleba made 2nd. All in favor.

APPROVAL OF CALENDAR FOR 2019:

Jeanine made motion to approve calendar. Mayor made 2nd. All in favor (5 ayes, 0 nays, 0 abstains).

ANY FURTHER BUSINESS:

Jeanine Gleba requested that the Organizational Chart be updated and provided at next meeting. In addition, she questioned the need for all of the current committees and expressed the need for all Board members to be on committees. Scott McDonald stated that everyone should review the committees and at next meeting we will determine assignments based on interests. Mayor suggested that the Budget Committee meet and/or report in October during budget development.

She also expressed to the Mayor the need for more Board members who are qualified and worker bees. There are not enough members to fulfill all of the responsibilities. For the March meeting she also requested that everyone who has held an Executive position to please bring a description of the roles and responsibilities to have available as reappointments and positions change.

Mayor Higgins made the motion to adjourn re-organizational meeting; John Valentine made 2nd.

All in favor.

Call to order.

Reading of the Open Public Meeting Act by President Scott McDonald.

Present: John Valentine, Jeanine Gleba, Ron Duryea, Scott McDonald, and Mayor David Higgins - A quorum was present

Absent: Rosemarie Rosati, Jacqueline Nassry



Also in Attendance: Usha Thampi-Lukose, Library Director
Tracy Quamme, Accounts Clerk

Regular meeting started at 7:18 pm.

PUBLIC HEARING:

A motion was made by Jeanine Gleba and seconded by John Valentine to approve the Executive Session minutes from the December 17, 2018 and the Regular Monthly Meeting minutes from the December 17, 2018.

All in favor 4 ayes; 0 nays; 1 abstention (Mayor David Higgins) for both December minutes.

COMMUNICATIONS:

President McDonald shared and read certified letter from Manager of Washington Borough. The investigation requested by Library BOT was completed on 10/30/18.

President McDonald stated that no member of the Board of Trustees had received it; Mayor explained it was hand delivered to ex-president.

President McDonald stated that since no one else saw it so no action thus far has been taken. BOT is seeing for first time on 2/25/19.

Ron Duryea made motion to received and file correspondence Jeanine Gleba made 2nd.

Mayor Higgins further explained that it was delivered with instructions in November for a Rice notice; at the December meeting he asked if the Rice notice was given and person said they forgot. This is where we are today.

Scott McDonald also made comment that it was recommended at the same meeting the investigation was requested that the Library BOT hire a person for team building and Board declined to take action at that time.

No other discussion. All in favor (5 ayes; 0 nays; 0 abstains).

AUDIENCE:

Hearing none Mayor David Higgins made a motion to close public portion of the audience and Jeanine Gleba made the 2nd. No discussion. All in favor (5 ayes; 0 nays; 0 abstains).

REPORTS:

1. Treasurer's Report



Jeanine Gleba made motion to approve the December and February financial reports and accept the Treasurer's report; Scott McDonald made second.

Discussion – none.

Present: John Valentine, Jeanine Gleba, Ron Duryea, Scott McDonald and Mayor David Higgins (abstain).

All in favor (4 ayes; 0 nays; 1 abstain) (Mayor Higgins)

2. Director's Report

A motion was made by Jeanine Gleba to accept the February Director report Scott McDonald made the second.

Jeanine expressed that library is really looking good with the new furniture and events display.

No more discussion the motion was carried unanimously all in favor.

3. Committee Reports

a. House Committee –

Ron Duryea met with electrician; 2 different options; at next board meeting will show us an alternative to meeting the electrical needs this is a 2nd less option with the use of extension cords where we have no power supply.

b. Policy Committee – Internet policy table until next meeting when attorney is present.

OLD BUSINESS:

1. Approval of Library Grant Funding Request for Council

Discussion – Jeanine Gleba shared spreadsheet with library needs that could potentially meet requirements of state library bond grant. She also showed YTD results of patron survey on the matter.

Jeanine will share with Council at Budget Workshop on March 5 at 6:00 pm.

Scott McDonald made motion to approve request as presented by Jeanine; John Valentine made 2nd. All in favor (4 ayes; 0 nays; 1 abstain) (Mayor Higgins).



NEW BUSINESS:

1. Friends of the Library update – Per liaison John Valentine going ahead with the Tricky Tray in March; donations coming in; still looking for more volunteers for FOL.
2. Board approval of 2019 Petty Cash fund

Jeanine Gleba made motion to approve 2019 Petty Cash fund as described in the Directors report; John Valentine made second.

Roll Call: John Valentine, Jeanine Gleba, Ron Duryea, Scott McDonald and Mayor David Higgins (abstain).

All in favor (4 ayes; 0 nays; 1 abstain) (Mayor Higgins).

EXECUTIVE SESSION:

Mayor David Higgins made a motion to go into Executive Session for purposes of personnel issues at 7:49 pm. Jeanine Gleba made the second.

All in favor.

Mayor Higgins made the motion to go back into public session Scott McDonald made the second.

7:51 pm back in public session.

Ron asked what is the procedure to re-appoint? Initially Mayor never received a volunteer form. Scott McDonald dropped a hard copy of form for everyone on Council and also emailed it to full Council. It was brought to the Mayor's attention that he was going away/deviating from past practice. Actual process for re-appointment is same as regular appointment. Individuals must submit paperwork. A Board or Committee or Commission member will not be automatically re-appointed.

The Mayor then brings the paperwork to Council. Appointment goes with advice and consent of Council. There were concerns with this recent re-appointment. Re-appointment not made at this time. It is also the prerogative of the Mayor to reappoint an individual.

ADJOURNMENT:

Mayor Higgins made a motion to adjourn; Ron Duryea made 2nd; Regular meeting ended at 8:00 pm.

All in favor.



The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, March 25, 2019 at 7:00 pm.

Respectfully submitted,
Jeanine Gleba
Secretary

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